

**RESEARCH GRANTS REIMBURSEMENT (EXTERNAL GRANTS, e.g.: SSHRC) – Deadline:  
April 1**

**RESEARCH GRANTS REIMBURSEMENT– KING’S INTERNAL/RENEWAL RESEARCH  
GRANTS - Deadline: May 1**

**All reimbursements related to Research Grants and any Timesheet Contracts related to Research Grants should be forwarded to [vishal.kothari@kings.uwo.ca](mailto:vishal.kothari@kings.uwo.ca)**

If you need to request a renewal (ie, carry-over) of internal research grant funds, please submit a [Research Grant Renewal Form](#) to the Research Grants Committee.

**General Instructions:**

1. Fill out [Research Grant Reimbursement Form](#) and save as pdf
2. Scan\* all receipts to pdf file (or save as jpegs)
3. Email [Vishal.Kothari@kings.uwo.ca](mailto:Vishal.Kothari@kings.uwo.ca)
  - a. Subject Line = Reimbursement Request – Research Grant
  - b. Attach pdf of completed Form
  - c. Attach pdf of receipts
4. Print copy of form and attach original receipts
5. Note on front of form “SUBMITTED BY EMAIL ON <DATE>” and set to one side for submission to Accounts Payable at a later date
6. All eligible claims will be processed and reimbursed on either the 15th or 30th of the month

If you have questions, please contact [Vishal.Kothari@kings.uwo.ca](mailto:Vishal.Kothari@kings.uwo.ca).

\*If you do not have a scanner, you can try Adobe Scan for IOS or Android phones.